

Draft

Framework and Data Coordination (FDC) Sub-Committee

Adopted by the Information Services Board Sub-Committee on Geographic Information Technology (GIT) on June 15, 2011

Charter

ARTICLE I. NAME

The name of this sub-committee, hereinafter referred to as the "FDC", shall be the Framework and Data Coordination.

ARTICLE II. DURATION

Ongoing. Initiating on April 1 of each year, with automatic renewal unless or until dissolution per Article X.

ARTICLE III. AUTHORITY

The FDC will act with approval of the Information Services Board's Sub-Committee on Geographic Information Technology (GIT) and will work in concert with the Washington Geographic Information Council (WAGIC) Executive Committee.

ARTICLE IV. PURPOSE

The FDC will promote opportunities to reduce data redundancy and implement cost-sharing strategies for the collection, management and maintenance of geospatial data in Washington.

Article V. GOALS

The goals of FDC are to:

- a) Promote efficient and effective geospatial data creation and maintenance of the State's Spatial Data Infrastructure (SSDI).
- b) Develop strategies to increase data coordination with state, local, and tribal entities in the creation of state geospatial data resources.
- c) Develop and document authoritative source of the fundamental, commonly needed, statewide geographic data themes
- d) Develop data standards and stewardship recommendations for consideration by WAGIC and the GIT.

These goals will be guided by the vision and goals articulated in the Washington State Geographic Information Systems Strategic and Business Plans and the Geographic Information Technology Enterprise Architecture Conceptual Plan. The Plans aim to establish a dynamic enterprise geographic information system framework.

ARTICLE VI. MEMBERSHIP AND ADMINISTRATION

Membership shall be limited to those organizations sharing the purpose and goals of this Charter. It will consist of representatives from each of the GIT member organizations and other interested federal, state, tribal, and local governments, statewide associations, educational entities, and the Washington Geographic Information Council (WAGIC) Chair or Chair-elect. A representatives list will be maintained in writing. Each organization will have a single representative on the FDC.

Section 1. Member Organizations

Organizations that are eligible for voting membership include representatives from federal, state, tribal, and local governments, statewide associations, educational entities, and the Washington Geographic Information Council (WAGIC).

Section 2. Responsibility of Members

It is the responsibility of each member organization to be active in the FDC and to ensure attendance at the scheduled meetings by either the designated representative or an alternate. A member organization that is not represented at three consecutive, regularly scheduled FDC meetings shall be removed from membership status.

Section 3. Establishment of Membership

Any organization that wishes to join the FDC shall provide in writing valid and sound reasons for inclusion. The FDC shall vote on their membership. Every two years the FDC will review the structure and membership of the FDC to ensure appropriate and balanced representation from all jurisdictions and functional areas.

Section 5. Administration

The duties of the Chair of the FDC will be shared by each of the GIT member organizations and will rotate on a yearly basis. DIS will provide staff support for tracking Chair assignments, scheduling meetings, and ensuring that FDC produced agendas and minutes are posted to the WAGIC and GIT websites.

ARTICLE VII. POWERS, DUTIES AND REQUIREMENTS

Section 1. Powers of the Membership

The FDC may exercise any and all powers granted to it by this Charter provided that they are consistent with state policies, standards, and guidelines.

The FDC may establish subgroups and define the scope, purpose, and tenure of each subgroup and its membership.

The WAGIC Chair is the point-of-contact to the larger geographic information system community in Washington.

Section 2. Duties of Member Organizations

1. It shall be the duty of the member organizations to further the vision and goals articulated in this charter.

2. Member organizations are strongly encouraged to ensure attendance by their representative or an alternate at all meetings and remain current with all geospatial data activities.
3. At regular monthly meetings, member organizations shall provide written status reports on all active GIT sponsored projects and initiatives they are leading.

ARTICLE VIII. VOTING

Section 1. Representation

Each member organization shall have one vote. Member organizations may proxy vote by sending notice to the Chair. Refer to “Section 3. Voting Rules” below for additional details.

Section 2. Quorum

A quorum consists of sixty percent (60%) of the member organizations.

Section 3. Voting Rules

1. Decisions will be based on majority present at the meetings and will follow Robert’s Rules of Order.
2. FDC member organizations may officially abstain from votes in which they need more information from others in their organization in order to place the vote. This abstention will be recorded in the meeting minutes.
3. Unanimity (everyone agreeing) is the best outcome. When unanimity cannot be reached, minority opinions will be documented in meeting minutes.

ARTICLE IX. MEETINGS

Section 1. Regular Meetings

Regular meetings of the FDC shall be held on a monthly basis.

Section 2. Special Meetings

The Chair may call special meetings. Special meetings will be held whenever a member requests such special meeting in writing.

Section 4. Meeting Notice and Materials

The Chair shall send regular meeting notices, agendas, minutes, and meeting material to all FDC members electronically one week prior to FDC meetings. The Chair will provide briefing reports to the GIT. Action items requiring a vote by member organizations will be clearly identified on the meeting agendas and will be made available one week prior to it regularly scheduled meetings.

ARTICLE X. AMENDMENTS

This Charter may be amended by resolution of the member organizations at any regular or special meeting, provided that the following conditions have been met:

1. That proposed amendments to the Charter are presented in writing to the members at least fifteen (15) business days prior to the date of the next FDC meeting at which they are to be discussed and voted on.

2. That the proposed amendments to the Charter are supported by an affirmative vote of at least two-thirds of the voting member organizations.
3. That the date of approval must be included with any amendment to this Charter.
4. Amendments to the Charter must be approved by the GIT.

APPROVED _____
_____ **Chair, Framework and Data Coordination Group**

Document History

Version	Date	Author(s)	Notes
1.0	1/27/11	GIT Staff Coordinator	Initial Draft Charter.
1.1			Draft Charter